



## **Confidentiality Policy**

### **Policy Statement:**

In our setting, staff and managers will create 'confidential relationships' with families. It is our intention to respect the privacy of children and their parents, while ensuring that they access high quality early years care and education. We aim to ensure that all parents can share their information in the confidence that it will only be used to enhance the welfare of their children.

Some parents sometimes share information about themselves with other parents as well as staff; the setting will not be held responsible if information is shared beyond those parents whom the person has 'confided' in.

**The nursery will ensure that all those using and working in the nursery will respect confidentiality in the following ways:**

- Parents will have access to the profiles and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purpose of planning with people other than their parents.
- Students and volunteers will be advised of our confidentiality policy and required to respect its content.

### **Information Sharing:**

The setting will inform parents and explain the circumstances and reasons when we are obliged to share information on their child. We are obliged to share confidential information without consent from the person who provided it if it is in the public interest. That is when:

- It is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.

- Not sharing information could be worse than the outcome of having shared it.

Decisions regarding sharing information will be made by the management team based on the evidence available to them.

All of the above information is subject to the commitment of the setting, which is to the safety and well-being of the child.

### **Record Keeping:**

We will keep two kinds of records of children attending the setting:

**Developmental records:** These will include observations on children, photographs, samples of work and developmental records.

**Personal records:** These will include registration forms, consent forms, care plans and any observations by staff on any confidential matters involving a child, such as developmental concerns or child protection matters.

We will also keep records for the purpose of maintaining our business. These include:

- Ofsted registration documents
- Employment records of all staff
- Financial records
- Insurance documents
- Action plans

All records will be the responsibility of the manager who will ensure they are kept securely.

Ofsted registration certificate will be clearly displayed

Public liability insurance certificate will be clearly displayed

There will be record systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

**Legal Framework:**

- **Data Protection Act 1998**
- **Human Rights Act 1998**

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>